

Student Moodle Guide

Introduction

In this guide you will be introduced to the basics of using Moodle as part of your coursework. When writing this manual, we assume that you have at least a basic knowledge of using a computer including input devices like a mouse and keyboard. In addition, it is assumed that you are familiar with your web browser and navigating between pages on the internet.

Using Moodle at Craven

Moodle is one of many Learning Management Systems (LMS). A LMS is a piece of software that is designed to add to traditional learning methods in order to enhance the learning experience of their users. Moodle runs as an interactive website with a number of features and activities designed to engage learners and promote collaborative, student-centered learning.

At Craven, we are in the process of moving all our online course content to Moodle. During this transition time, you may have courses in both Blackboard and Moodle.

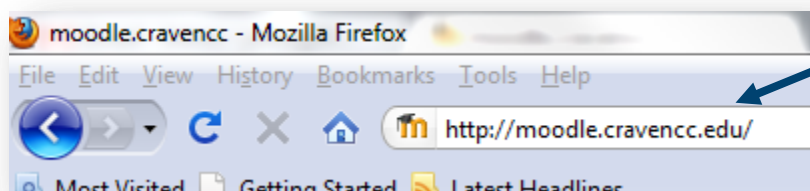
Logging into Moodle

Use the procedure below to log into and access your Moodle course(s). Your username in Moodle is your **firstname.lastname**. For example, the username for Joe Smith would be joe.smith.

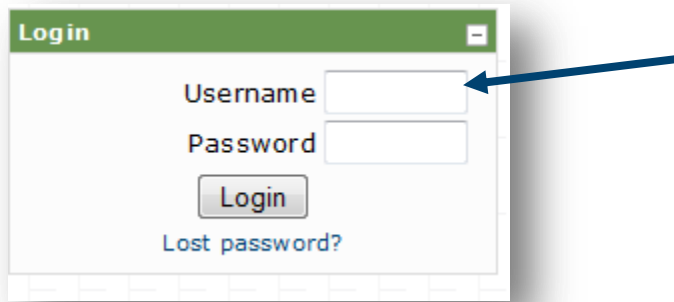
Your initial password is your birthdate in the following format: **MMDDYY** It should not include spaces or slashes. For example, if your birthday is October 1, 1970 then your password would be 100170.

The first time you login, you will be prompted to change your password. You are strongly encouraged to choose a strong password consisting of a combination of upper and lowercase letters with and numbers.

1. Open your web browser. Moodle supports all major internet browsers such as IE, Firefox, Safari, Opera, etc. (Firefox is recommended.)
2. Type <http://moodle.cravencc.edu> in the address bar and hit enter



3. Type your user name and password in the login block and click the Login button.

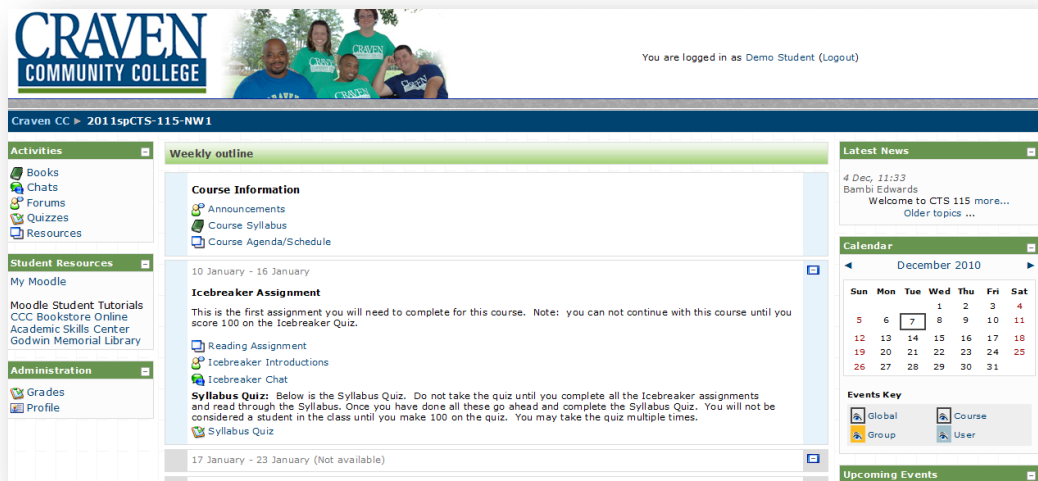


Accessing Your Course

After you login, you should click on the course you want to enter in the My Courses area. Be sure to click the name of the course and not the instructor's name. Clicking the instructor's name will take you to their profile and not into the course.



You are now viewing the course homepage.

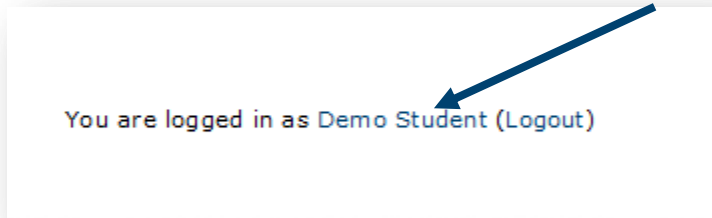


Changing your Password

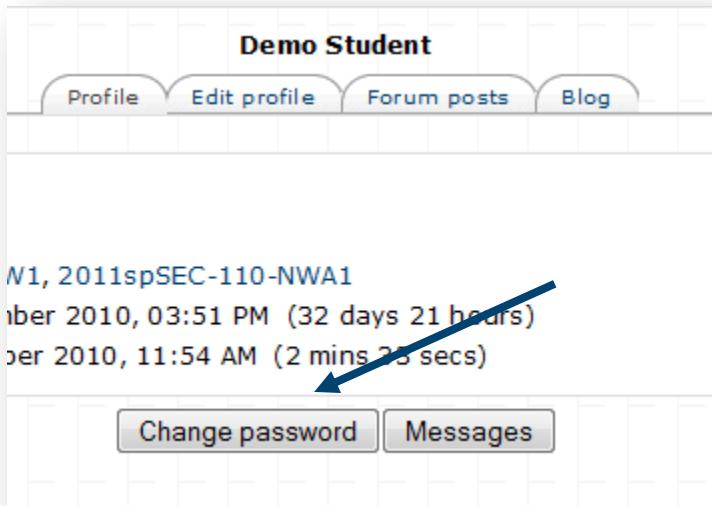
When you login to Moodle for the first time, you will be required to change your password.

To change your password:

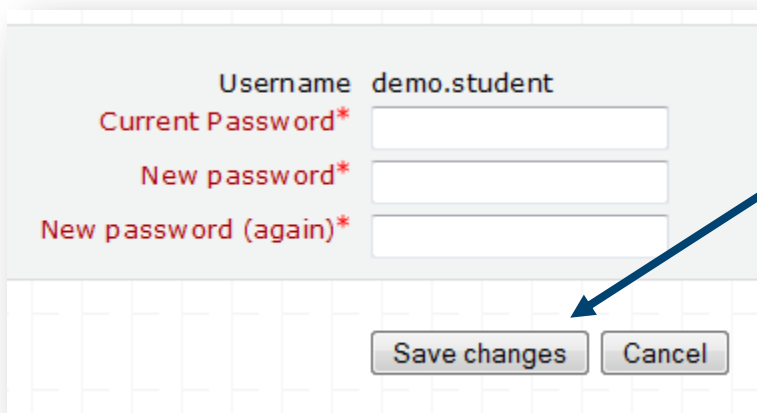
1. Click on your name listed in the upper right area of the screen.



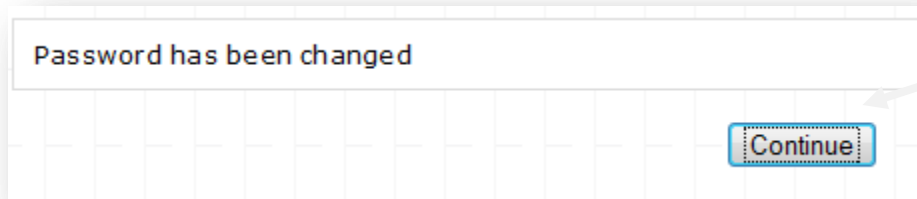
2. Click on the Change Password button on your Profile page.



3. Type your passwords into the fields provided and click the "Save Changes" button



4. Click the Continue button to return to your Profile page.

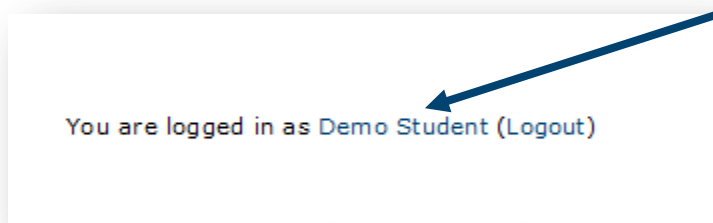


5. You have now updated your password.

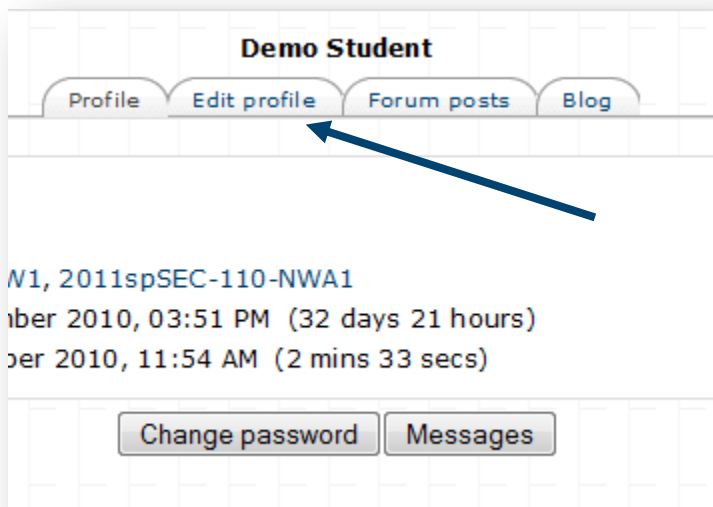
Editing your Profile

Now that you are logged into Moodle we would advise that you edit your profile. Editing your profile will allow you to become familiar with the options available to you in order to personalize your environment.

1. To edit your profile from your Home page, click on your name on the banner at the top of the page. You will be taken to your profile page.

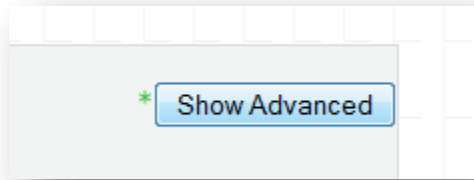


2. Select Edit Profile from the middle tab under your name.



You will now see a page containing a series of options.

- Click the Show Advanced button to view the hidden fields.



- Below we will go through those options and give advice on selections.

Demo Student

[Profile](#)
[Edit profile](#)
[Forum posts](#)
[Blog](#)

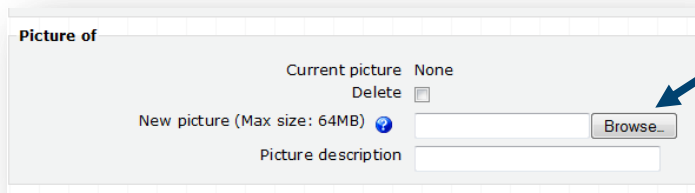
First name Demo
 Surname Student
 Email address guest@unknown.com
 Email display Allow only other course members to see my email address ▼
 Email activated This email address is enabled ▼
 Email format* Pretty HTML format ▼
 Email digest type* No digest (single email per forum post) ▼
 Forum auto-subscribe* Yes: when I post, subscribe me to that forum ▼
 Forum tracking* No: don't keep track of posts I have seen ▼
 When editing text* Use HTML editor (some browsers only) ▼
 AJAX and Javascript* No: use basic web features ▼
 Screen reader* No ▼
 City/town* New Bern
 Select a country* United States ▼
 Timezone Server's local time ▼
 Preferred language English (en) ▼
 Description* ?

Although, you may alter many of the settings most should be left as they are in order to ensure that Moodle functions for you at its best.

Field	Setting and explanation
Email Address	Your email address is set to your Gmail account automatically and cannot be changed. Your school issued Gmail account is your official email for all courses. This is the account your instructors will use to communicate with you.
Email Display	This should be set to “Allow only other course members to see my email address”
Email Digest Type	You should change this to Subjects to ensure that you receive your course email in a condensed format
Forum auto-subscribe	In Moodle, whenever anyone posts to a forum, users in that course will receive an email with the post. Setting this to “Yes: When I post, subscribe me to that forum” will automatically subscribe you to that forum.

5. In Moodle you have the option of uploading a picture. This picture will show in the discussion forums and in the gradebook. When choosing your profile picture please keep in mind that it will be seen by everyone in the course and should be appropriate. IT services reserves the right to remove any pictures that are deemed to be offensive in any manner.

To upload your profile picture click the browse button in the **Picture of** box below your user settings.

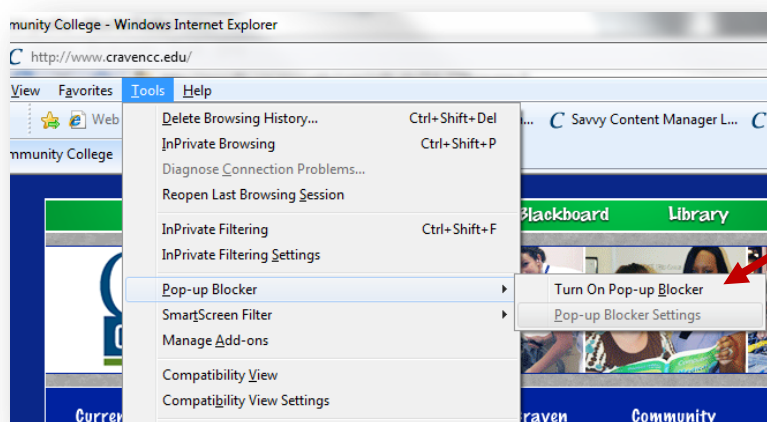


Enabling Popups in Moodle

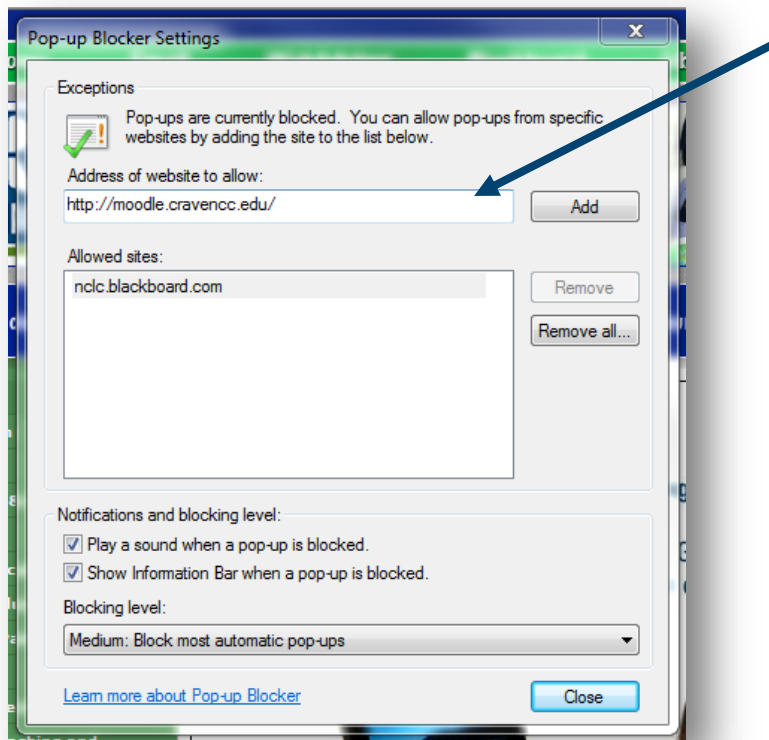
In order to take some tests and to make full use of the Moodle Messaging system, you should enable popups for the Craven Moodle site. Most browsers will have an automatic popup blocker, and there may be additional ones built into add-ons like Google or Yahoo toolbars. You may need to enable popups in more than one place to ensure you receive your messages instantly. Instructions are given below for Internet Explorer 8 and Firefox 3.x. You may need to look around to locate the popup controls for other browsers or add-ins, though the process should be similar.

Internet Explorer Version 8

1. Hold down the Alt key on your keyboard then press and release the T key. Now release the Alt key. A tools Menu should appear.
2. Locate and click on the Pop-up Blocker setting.



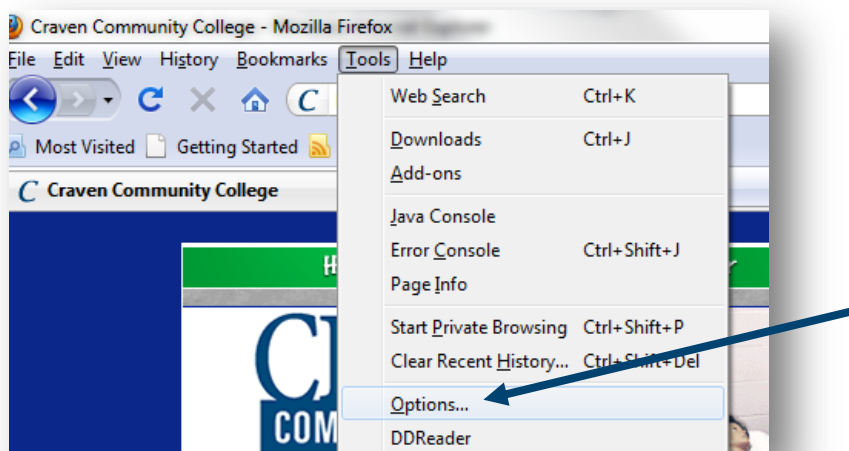
3. Type <http://moodle.cravenc.edu> into the “Address of website to allow” box. Click the Add button.



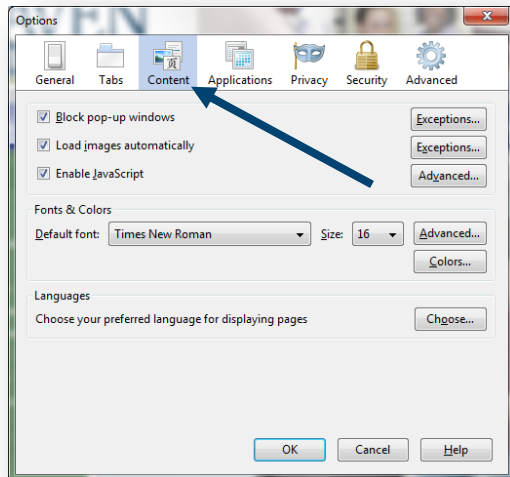
4. Click the Close button.

Firefox Version 3.X

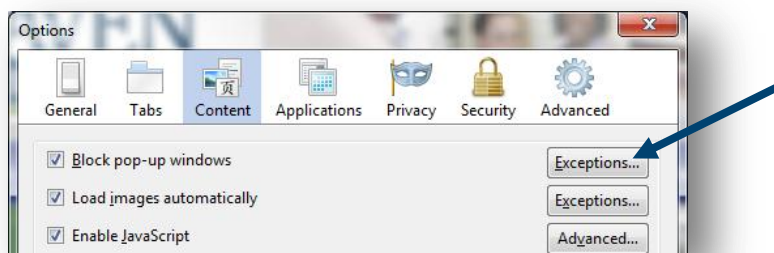
1. Locate and click on the Tools menu. If you do not see the tools menu, you can hold down the Alt key on your keyboard then press and release the T key, then release the Alt Key. A Tools menu should appear.
2. Click the word Options from the Tools menu.



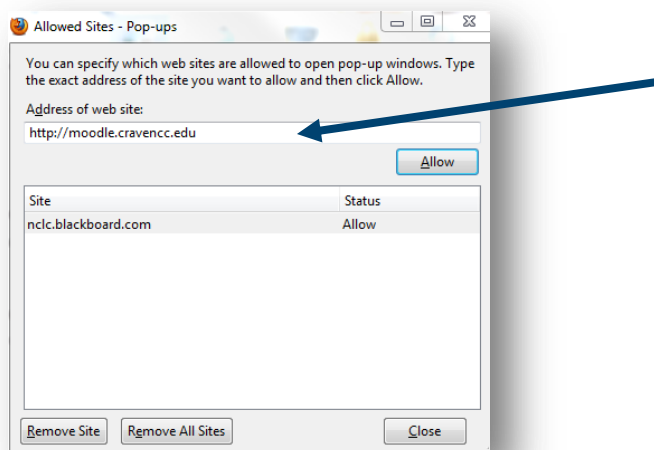
3. Click the Content icon from the top of the options window.



4. Click the Exceptions button to the right of the Block Pop-up Windows option.



5. Type <http://moodle.cravenc.edu> into the “Address of Web Site” box, then click the allow button.



6. Click the Close button and then click the Ok button.

Using the Calendar



The Moodle calendar is a very useful feature. The calendar is customized for each student. When you are on the main Moodle page, the calendar will contain notices about all of your different classes. Then once you go into a particular class, you will only see information about that one course. The calendar will also list important dates at CCC such as the Last Day to Officially Withdraw and the start and end date for the semester. You should use the calendar to stay up to date with your assignments and tests.

Navigating in Moodle

Once you are in your Moodle course, you can use your browser's navigation buttons (the forwards and backwards arrows); but you may get confused about where you are in the course. A better way would be to use the Breadcrumb Trail built into Moodle.

The breadcrumb trail shows the pages you have passed through to get to your current location. They are shown in the top left corner of the page and clicking on them will take you to that point in the course.



The image above shows that the page you are on at the moment is the Course Agenda/Schedule resource. Clicking on the word Resources would take you to a list of all resources for your course. The same principle applies with each of the activity types, so if you were in a quiz you would have a link to a list of all quizzes in your course.

Page Layout and Blocks

The course page you see as a student has standard Blocks on both sides of the screen. The image below highlights some of the features.

The latest course news/announcements will be listed here. You can also click on the Announcements link to access the Announcement/News forum.

The main course content is in the center of the Moodle page. The course will be organized into weeks or topics.

To get to a resource or activity click on the link.

You can access your grades in your course here.

Any upcoming activities will be listed here with their due dates

If you are having technical issues you can contact the Academic Skill Center's online help desk.

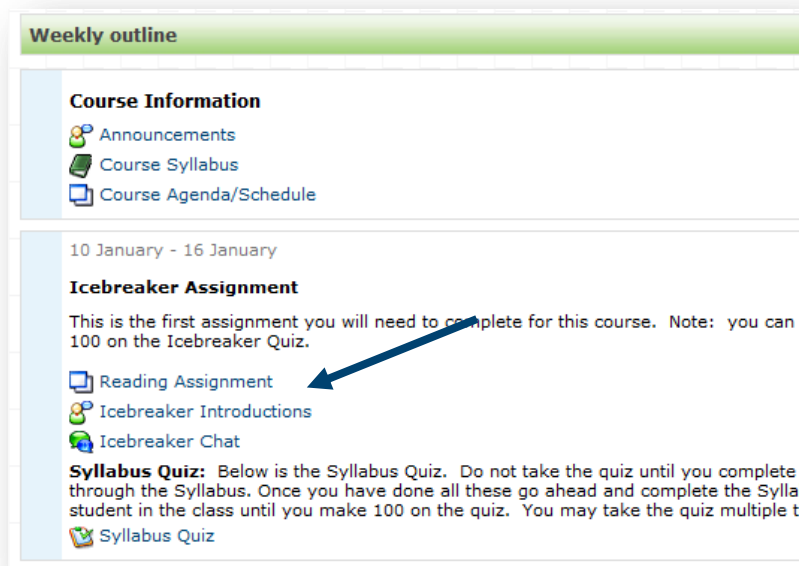
The screenshot shows a Moodle course page layout. On the left, there are three main sections: 'Activities' (Books, Chats, Forums, Quizzes, Resources), 'Student Resources' (Moodle, Student Tutorials, Bookstore, Academic Skills Center, Memorial Library), and 'Administration' (Grades, Profile). The main content area is titled 'Weekly outline' and contains 'Course Information' (Announcements, Syllabus, Agenda/Schedule), an 'Icebreaker Assignment' (10 January - 16 January), a 'Reading Assignment', 'Icebreaker Introductions', and 'Icebreaker Chat'. Below this is a 'Syllabus Quiz' section with a table of weekly activities. On the right, there are several blocks: 'Latest News' (4 Dec, 11:33, Bambi Edwards), 'Calendar' (December 2010), 'Events Key' (Global, Course, Group, User), 'Upcoming Events' (None), 'People' (Participants), and a 'Click Here for Live Help' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Week	Activities
10 January - 16 January	Icebreaker Assignment
14 February - 20 February	(Not available)
21 February - 27 February	(Not available)
28 February - 6 March	(Not available)
7 March - 13 March	(Not available)
14 March	
21 March	

Accessing Course Resources and Activities

There are two ways to access your course resources and activities. The first is through the main course content in the middle of the page. Clicking on these links will take you directly to the activity or resources.



Weekly outline

Course Information

- Announcements
- Course Syllabus
- Course Agenda/Schedule

10 January - 16 January

Icebreaker Assignment

This is the first assignment you will need to complete for this course. Note: you can only take the Icebreaker Quiz once. You must score 100 on the Icebreaker Quiz.

- Reading Assignment
- Icebreaker Introductions
- Icebreaker Chat

Syllabus Quiz: Below is the Syllabus Quiz. Do not take the quiz until you complete the course through the Syllabus. Once you have done all these go ahead and complete the Syllabus Quiz. You may take the quiz multiple times. You may take the quiz multiple times.

- Syllabus Quiz

The second is to use the **Activities block**. Here the links take you to a list of activities/resources organized in categories. You can then select from the list of Activities or Resources. Once you have opened an activity/resource further instructions will be given.



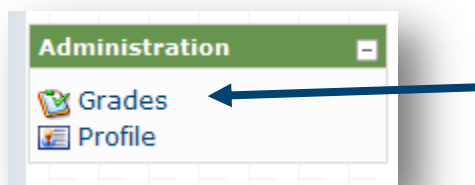
Activities

- Books
- Chats
- Forums
- Quizzes
- Resources

Week	Name	Summary
	Course Agenda/Schedule	
1	Reading Assignment	Read the article "What is CTS 115?" This article explains why this course was added and the information from this article in your original post to the icebreaker.

Viewing your Grades

In Moodle, students can view their grades at any time. Click on the Grades link in the Administration block.



Administration

- Grades
- Profile

Your gradebook will look similar to the following. You can click on the item to be taken back to the original assignment. You will find feedback from your instructor in the Feedback column.

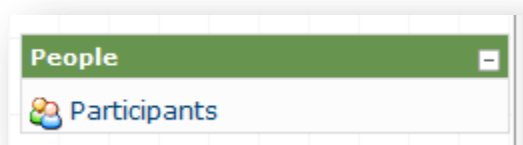
User report - Demo Student

Grade item	Grade	Range	Percentage	Feedback
2011spCTS-115-NW1				
Icebreaker Introductions	-	0.00-100.00	-	
Syllabus Quiz	-	0.00-100.00	-	
Ebony and Ivory OR Why Should IT Care about Business Processes?	-	0.00-100.00	-	
MIS 115 - Module 1 Quiz	-	0.00-10.00	-	
Review of Module 1 Collaborative Assignment	-	0.00-100.00	-	
Forum - Ethics Guide Churn and Burn - Pages 80 and 81.	-	0.00-100.00	-	
Forum- Guide: Nobody Said I Shouldn't - Pages 106-107	-	0.00-100.00	-	
Review Module 2 Collaboration Assignment	-	0.00-100.00	-	
Review of Module 3 - Collaboration Assignment	-	0.00-100.00	-	
Review Module 4 - Collaboration Assignment	-	0.00-100.00	-	
Forum - Case Study 10 - Slow Learners, or What? - Pages 266 and 267.	-	Mostly Separate Knowing-Mostly Connected Knowing	-	
Forum - Jumping Aboard the Bull Dozer	-	Mostly Separate Knowing-Mostly Connected Knowing	-	
Course total	-	0.00-100.00	-	

Using Messages in Moodle




Messages in Moodle work like a cross between an instant messenger and an email tool. If the recipient of your message is currently logged into Moodle, messages act like an “instant messenger.” This lets you communicate in real time. If your recipient is NOT currently logged into Moodle, the message is sent as an email.

To send a message you should click on the Participants link in the People block.



Click the name of the person you wish to receive the message.

(Accounts unused for mo
 First name : All A B C D
 Surname : All A B C D

User picture	First name / Surname
	Demo Student
	Bambi Edwards
	Emily Drake

On the profile page, click the Send Message button.

Office Location B11 Building, Room 225

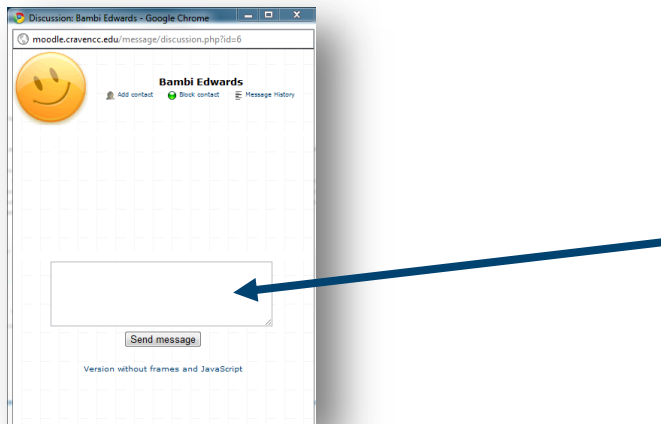
Office Hours Contact me for an appointment or you can contact me by phone, Pronto, or Bb Me

Notes
 I graduated from East Carolina University in 1988 with a BSA in Accounting and a MBA in 1997. L
 Masters level in the computer technology program so I can teach technology courses. Currently,
 Craven. I have worked for Craven since October of 1991 starting in the business office as a boo
 have taught with online instruction since 1999. My hobbies include kayaking, biking, motorcycle
 new things, and most importantly--spending time with my husband and six grandchildren. This s
 students for two weeks.

Country: United States
City/town: New Bern
Email address: edwardsb@cravenc.edu
Courses: 2011spCTS-115-NW1
First access: Wednesday, 8 September 2010, 10:15 AM (90 days 5 hours)
Last access: Saturday, 4 December 2010, 06:40 PM (2 days 19 hours)
Roles: Teacher

[Send message](#)

The message window will display. On the Message Window, type your message to the receiver in the space provided and click the Send Message button.



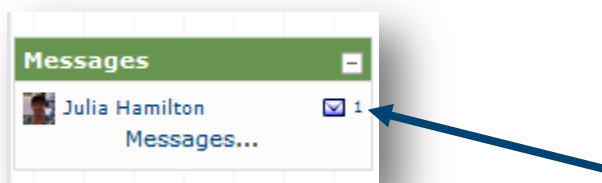
Remember: If your receiver is currently in Moodle, Messages acts like an “Instant Messenger.” If your receiver is NOT currently online in Moodle, the message will be sent using the message feature within Moodle. Your receiver will receive the message the next time they login.

To receive a message in Moodle you should:

If you are not logged into Moodle, you will receive an email to your Gmail account with the message attached. You can reply to the sender in Gmail if you like or you can log into Moodle and reply from the Messages Block.

To reply from the messages block you should

When you log into Moodle you may see a popup window display indicating you have a new message. If you do not get a popup window notifying you of a message, you will be able to tell you have a message by reviewing the Messages Block.



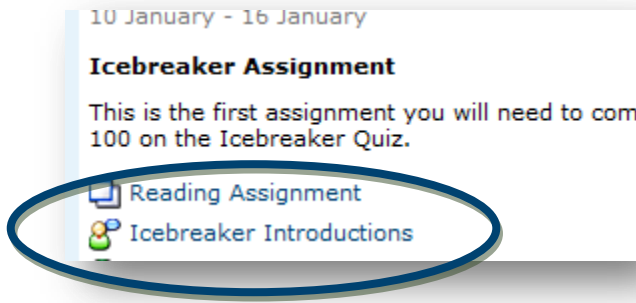
Click on the envelope to read and respond to the message. The number to the left of the envelope indicates the number of messages sent to you from this person. Make sure you click the envelope and not the person’s name. Clicking the person’s name will take you to their profile. You can now read and respond to your message.

Using Forums

Discussion boards in Moodle are called Forums. You can use forums to discuss topics selected by your instructor.

Posting to a Forum:

To post to a forum click on the link for the specific forum. You can tell it is a forum by the icon to the left of the forum name.



Read the directions and/or topic of the discussion. Click on the **Add a New Discussion** topic button

your program of study and future educational goals. You do not have to include material that you feel will be nice if you will post a picture of yourself. If you would like to make some adjustments to the picture try this site <http://app.citrify.com/> It is free.

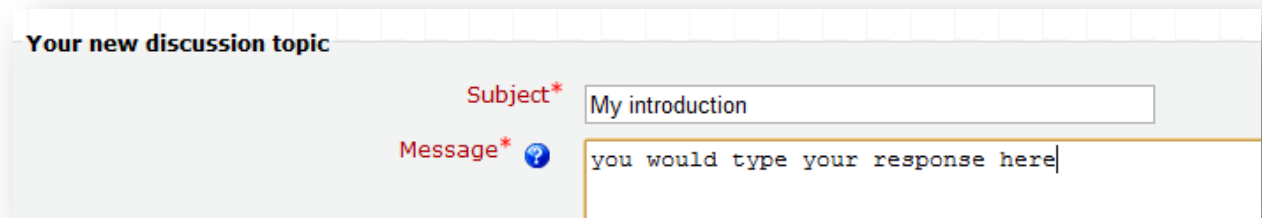
2. Due to limited server space your photo needs to be less than 50 KB. To reduce the number of pixels try <http://www.resize2mail.com/index.php>. Resize your picture to 360X480 if portrait or 480X360 if landscape. If a picture of yourself include a picture of something that represents an interest of yours such as a hobby. Use this to find others in the class that you may wish to work with during the term.
3. Return to the "Ice Breaker Introductions" later and respond to the postings of at least two of your classmates who haven't received much response yet. Remember, the friends you make now might be great help later on.

Posting	Requirements Met	Proper Grammar and Spelling	Timely Posting*	Total Points
Original Post	40	10	10	60
First Response	10	5	5	20
Second Response	10	5	5	20

[Add a new discussion topic](#)

(There are no discussion topics yet in this forum)

On the **Add a New Discussion Topic** page, type a subject for your topic in the subject line. Next, type a reply to the forum in the Message field.

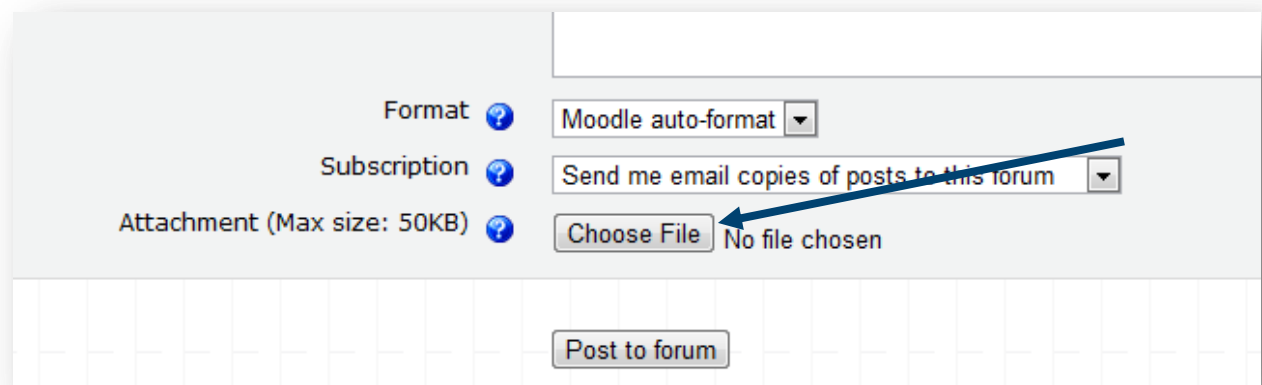


Your new discussion topic

Subject*

Message*

If you are to attach a file to the post, you can do this by clicking the **Browse** button



Format

Subscription

Attachment (Max size: 50KB) No file chosen

Lastly, click the **Post to Forum** button. Once you have submitted your post you will see a page reminding you that you have time to edit the post before it is emailed to others if they have requested to receive emails for each post. Click the **Continue** link.

Submitting Assignments

You are able to access your course assignments in the following ways:

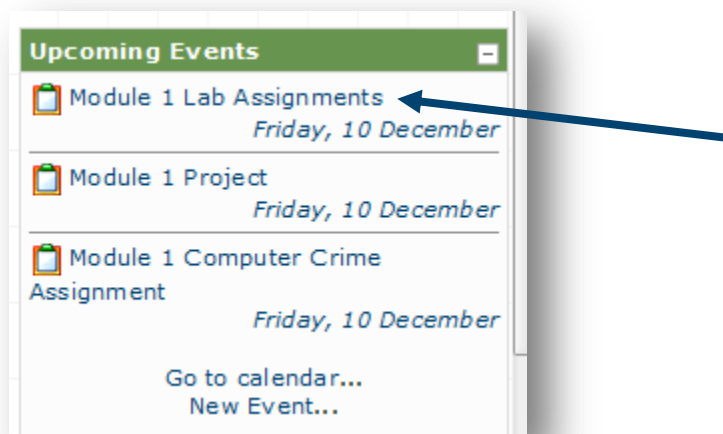
- On the main course page



- From the assignments page in the Activities block



- From Upcoming Events

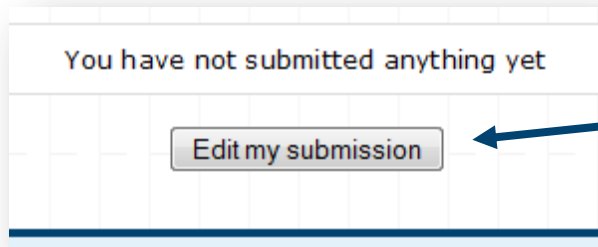


Types of Assignments

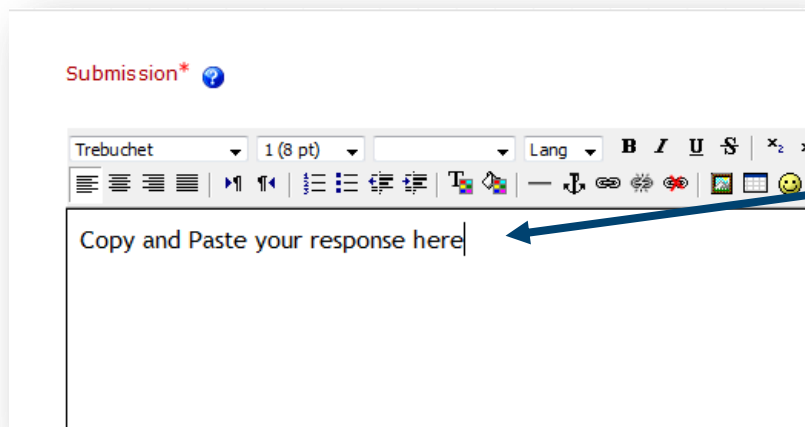
There are three different types of assignments you can submit in Moodle.

Online Text Assignments – To submit an online text assignment you should:

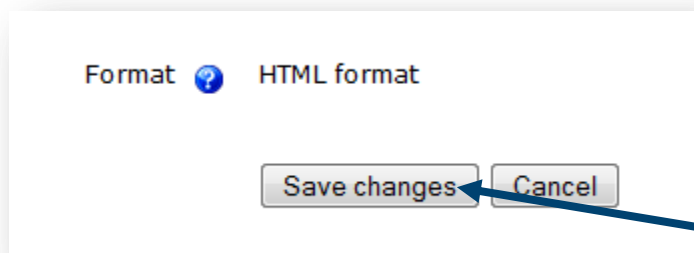
1. Click on the assignment link using one of them methods discussed above.
2. Read the directions given by your instructor.
3. Click the Edit my Submission button.



4. In the Submission textbox, type the text requested by the directions. **You are strongly encouraged to type all Online Text Assignments in a word processor and then copy and paste your response into Moodle.**

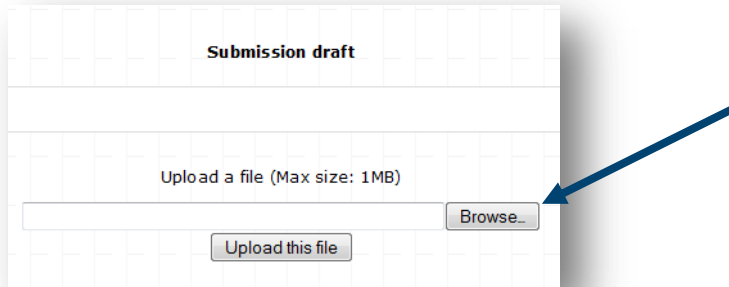


5. Finally, click the Save Changes button at the bottom of the Submission page.



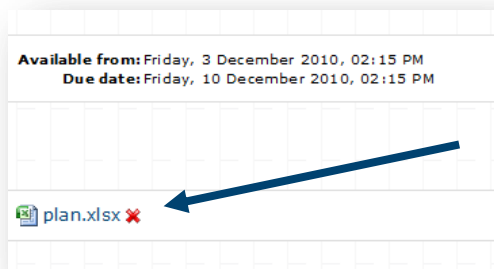
Submitting a File – To submit a file in an assignment you should:

1. Click on the assignment link using one of the methods mentioned above.
2. Read the directions given by your instructor. Be sure to pay attention to instructions for what type of file the instructor is requesting and what the file should be named.
3. Click the **Browse** button and locate the file you wish to upload for the assignment.

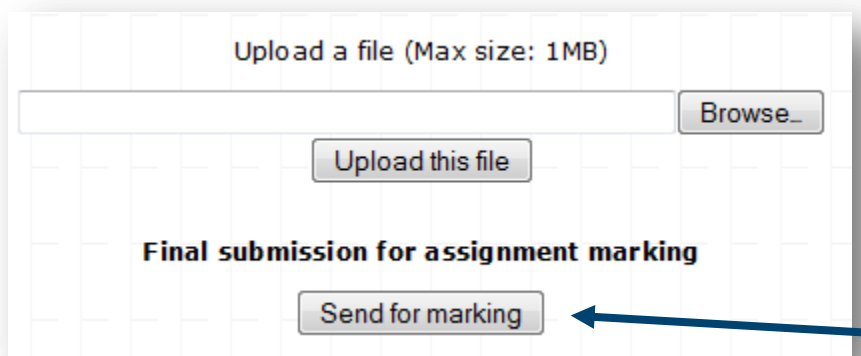


4. Select the file you wish to upload in the File Upload window and click the Open button.
5. Once the file path is listed in the Browse field, click the **Upload this File** button
6. If your instructor wants you to submit multiple files, you will repeat the process for each file.

Note: You may also delete the submission at this stage by clicking the red X next to the file link.



7. When you are ready to submit the files for grading, click the **Send For Marking** button.



Offline Assignments – An offline assignment looks similar to the other types but you will not need to submit a file or type text into Moodle. An Offline assignment is just a set of directions given by your instructor for you to complete outside of Moodle.

To view an Offline Assignment you should:

1. Click on the assignment link using one of the methods described above.
2. Read the directions given by your instructor
3. Complete the assignment as given.

Testing in Moodle

Testing Tips – Testing in Moodle is very user friendly and most students like it. Moodle tests are computer graded which allow a student to receive his or her grade immediately in most cases. However, there are a few very important things you need to know before taking your first test in Moodle.

- When your instructor is ready for you to take a test, typically a link will appear. Be sure you've read any information provided by your instructor as to when you should take the test. Never enter a test unless you are prepared to take it.
- It is important to plan the time you will take the test. Once you start a test there is no "turning back." You should take your test at a time when you will have few distractions.
- Occasionally your instructor may password a test. If you are asked for a password when trying to enter a test, you will need to obtain the password from the instructor. Be very careful of capitalization when keying passwords.
- Your test may be timed. If so, you will see a timer appear at the top left of the screen when you enter your test. This timer will count down the time you have left to complete your test. **In Moodle your test will kick you out when your time limit is up so make sure to finish your test and submit it PRIOR to the time running out.**
- It is a good idea to save your answers frequently. You can click the Save button at any time to save your answers. You may still change these answers up until the time you submit them.
- When you have answered all questions, scroll down to the bottom and click the Submit All and Finish button.
- Most of your test questions are graded as soon as you click Submit. Your instructor decides how much information you will see next. You may only see your score or you may see each question and the correct answer. For each question, note how many points you were awarded.
- Your score will appear in the gray box at the top of the page.
- You may miss a fill-in-the-blank question due to spelling. If so, contact your instructor. They may or may not give you credit for the question.
- If your test included essay or short answer questions, those must be graded individually by your instructor. You are not awarded any points for those questions until the instructor has graded them.
- To come back later and review your tests, simply click on the name of the test from your course page and then click on your grade.